

25X1A

PERSONNEL
June 1957

Change 1

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

[NOTE: Proposed deletions are slashed; proposed additions are underlined.]

7. PROCEDURES

a. PROCESSING OF APPLICATIONS FOR MEMBERSHIP IN THE CAREER STAFF

- (1) An official notification of an employee's eligibility to apply for membership will be forwarded by the Director of Personnel to the individual concerned 90 days prior to date of eligibility.
- (2) The application ~~of the memorandum of reply~~ will be submitted by the individual through official channels to the Head of the Career Service concerned. Supervisors in the channel will add their comments as appropriate.
- (3) Effective date of membership in the Career Staff will be as prescribed by the CIA Selection Board and normally will be the date on which an individual signed his application or the date of eligibility, whichever date is later.
- (4) If the signed application has not been returned to the CIA Selection Board within 90 days of date of eligibility, it will be assumed that the employee does not wish to apply for membership in the Career Staff. Official Agency records will be documented to this effect.
- (5) Failure to apply for membership in the Career Staff ~~at the end of provisional period~~ when notified of eligibility does not invalidate an individual's right to make future application.
- (6) An individual who is departing for overseas may sign his application